

The guardian newspaper essay sample



**ASSIGN
BUSTER**

I read with extreme interest your advertisement in The Guardian Newspaper of May 30th 2006 for the post of a Chief Accountant. My second class upper grade in Accounting, professional qualification (ACA), Master degree in finance and many years cognate experience seems to fit me well for this position.

I understand this post requires a candidate with strong analytical mind, a self starter , who must be able to work with lesser supervision. All this attributes are already part of me as evidenced by my rapid promotion in the past.

Kindly contact me at the above address or through my telephone number 08038363655 for an interview where my ability to add value to ABC Nigeria limited can be assessed.

Thank you for your time and considration

Yours faithfully,

Adekunle Olufunso

ATT'D

CV

I request your good self to give me an opportunity to prove my capability in your esteemed organization. I assure you that I shall give my best in getting the jobs accomplished. My CV is enclosed herewith for your kind perusal.

Expecting a favourable response from your end.

Thanking You,

Yours faithfully,

Malungon Gamay,
Malungon Sarangani 09503

January 14, 2008

The Manager

GAISANO CENTER

Digos City Dear

Sir/Madam:

Greetings! I have learned that your company is in need of additional sales lady. Please consider this letter and my attached bio-data in application of the said position. My three (3) years experience as a sales lady in various malls in Metro Manila made me confident to do the job and be a part of your company.

I would appreciate the chance to further discuss about this position and my qualification. Please contact me at 0928-5663320. Thank you for your time and consideration.

Respectfully yours,

Remy Jane B. Parro

Applicant